

Administrator/Director
State Agency Administering the National School Lunch Program

Dear Administrator/Director,

The Child Nutrition and WIC Reauthorization Act of 2004, P.L. 108-265, authorizes the Food and Nutrition Service (FNS) to award \$4,000,000 beginning in fiscal year (FY) 2005 and for each of the following fiscal years through FY 2009, to State Agencies (SAs) for administrative reviews and training of selected local educational agencies. The Food and Nutrition Service (FNS) is soliciting proposals for funding from SAs that have identified local educational agencies that have demonstrated a high level of, or a high risk for administrative error.

The \$4,000,000 that is available for Administrative Reviews and Training for FY 2005 will be awarded to SAs on a competitive basis. The attached application materials outline the requirements a State must adhere to in order to be considered for funding. When preparing your application for funding, please provide information about the problems identified, a list of activities that would be performed to address these problems, a list of School Food Authorities (SFAs) affected, the priority in which they will be reviewed or trained, the number of schools within each SFA, and enrollment of the SFA and each school targeted for review or training. FNS staff will evaluate all proposals and select those that provide the most comprehensive approach. Since FNS believes that intensive program oversight can be a key factor in achieving permanent corrective action in SFAs which exhibit ongoing program accountability problems, FNS will give special weight to proposals which emphasize increased review activity in error prone SFAs. Therefore, up to six (6) additional points will be added to SAs which have a greater emphasis on increased review activity in error prone SFAs. These additional points will be added to the panel's total score, so that the maximum total points a proposal could receive is 106.

Included with this letter is specific information needed to apply for Administrative Reviews and Training Funds. Attached for your use in preparing your application are the following: 1) Request for Application; 2) Applicable attachments; 3) Form SF-424, Application for Federal Assistance; 4) Form SF-424A, Budget Information; 5) Form SF-424B, Assurances-Non Construction Programs, and 6) Certification/Disclosure Requirements Related to Lobbying.

We encourage you to apply for Administrative Reviews and Training funding in an effort to improve program integrity and administrative accuracy by decreasing administrative errors in those local educational agencies identified by States as having problems or where problems are likely to arise.

Mr. Administrator/Director

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To be considered for funding, your Application must be received by close of business (5 p.m. Eastern time) on February 14, 2005. Applications received after this date and time will not be considered for funding. In order to ensure timely receipt of applications by the deadline, applications can be delivered or mailed directly to FNS. Whether mailed or delivered, please send one (1) original and two (2) copies of your application to Lynn Rodgers, Grants Officer, Grants Management Division, Food and Nutrition Service, Room 738, 3101 Park Center Drive, Alexandria, Virginia, 22302. If you opt to mail your application, we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS. As noted above, late applications will not be considered in this competition. Also, emailed and faxed applications will not be accepted. Additions or revisions to applications already received also will not be considered.

Additionally, there is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. In case you were not notified, and if your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, i.e., SF-424, Application for Federal Assistance, form.

FNS will notify those SAs approved for funding around March 15, 2005. If you have any questions, please contact Lynn Rodgers, Grants Officer, at (703) 305-2760. We look forward to receiving your application for Administrative Reviews and Training Funding.

Sincerely,

LAEL J. LUBING
Director
Grants Management Division

STANLEY C. GARNETT
Director
Child Nutrition Division